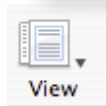
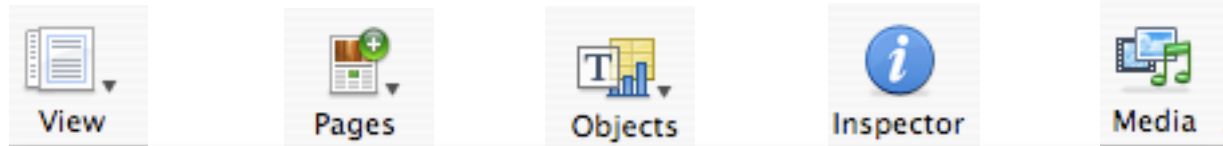
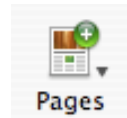


Important tools when using pages



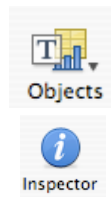
When working in pages you want to View Page Thumbnails. This will show you how many pages are in your project.

To add pages to your project use the Pages Menu



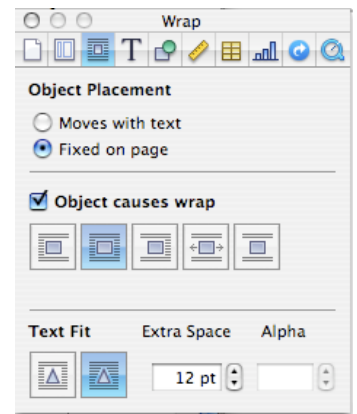
Text

If you start with a Blank document, you can just start typing. As you type, the text fills the page. As each page is filled, the text automatically flows to the next page

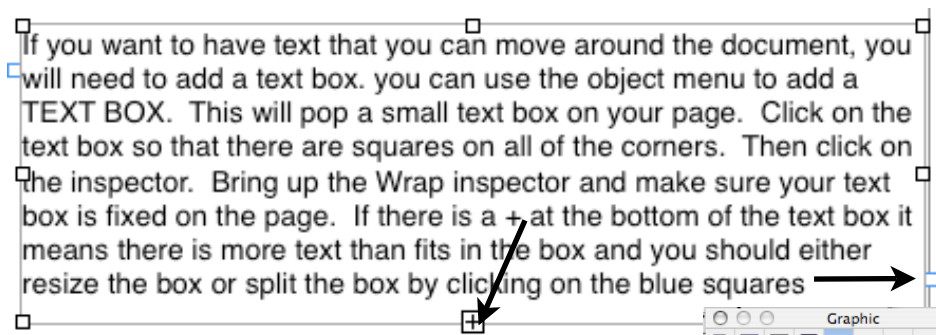
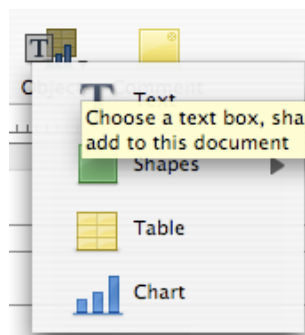


Adding Objects to your Project

The steps below will teach you how to add objects to your page. Whenever you add an object (text, shape or picture). You will need to be sure to use the Inspector button > Wrap Inspector and make sure the object is “Fixed on page”. This will allow you to move items and fix them wherever they are moved.



Text Boxes



Shapes

To add a shape to your project.

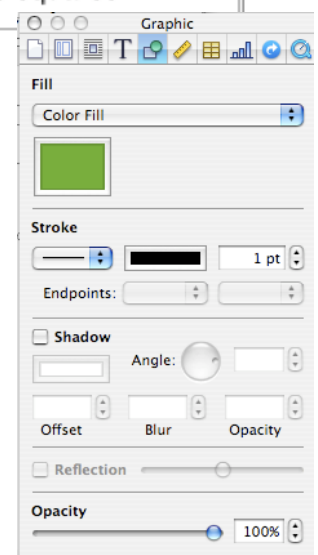
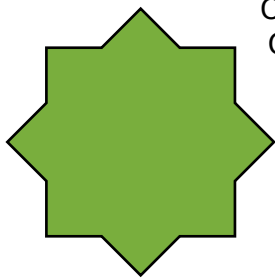
Click on the shape menu from the Object menu.

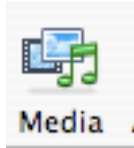
Choose the shape & click.

Be sure the shape is active (has squares on the corners)

Use the Wrap Inspector and choose fixed on page.

Use the Graphic Inspector to change colors





Adding Pictures from iPhoto

Use the Media button to see all of your pictures from iPhoto.
Click and Drag them into your project.
Use the Wrap Inspector to be sure it is fixed on page.
Use the corner button to resize the image.

Advanced Image Effects

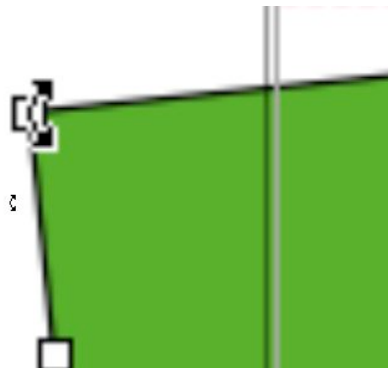
Masking Image to Shape

If you want to crop a picture you can use this technique.
Pull a picture into your document.
Put a shape on your document
Use the Wrap Inspector to be sure both are fixed on the page.
Select BOTH the image and shape by holding the apple key and clicking each.
From the format menu click Mask to Shape.
Move the shape over the picture until it is in the right place.
Hit enter and your picture will be the shape you want.



Tilting Images

Hover over the corner square and click on the apple key. That will make the arrow curl around the corner. Once it is bent click and rotate the shape until it is at the angle that you like.



OTHER HELPFUL HINTS

Any shape can become a text box. Just start typing in it.
Use the Arrange Menu to order objects on a page.
Apple T shows the fonts available. Highlight the text you want to change
Apple R shows the rulers so you can set the tabs and margins